

Appendix D

Chapter 14 Operator Certification Training Provider Information/Instructions

Training must directly relate to water distribution, water treatment, or the professional responsibilities of the operator. Training activities that are excluded from renewal training credit include the following: entertainment or recreational activities; on the job or work apprenticeships; personal self-improvement courses; plant tours (unless drinking water related training is integrated into the tour); portions of meetings and conferences when drinking water related training is not provided (i.e. business session, lunch, breaks, etc.); time spent viewing conference/meeting exhibits; and travel time to and from training activities. Training providers, or training sponsors, must get Illinois EPA training course approval prior to offering the course.

Training providers can now register online through the Illinois EPA Trainer Provider Coordinator, and once approved as a training provider, can submit course pre-approval on the web in lieu of submitting a paper request. Please read the instructions that follow to register online and begin course pre-approvals at the following web address:

<http://dataservices.epa.illinois.gov/operatorcertification/opcertwelcome.aspx>

If you do not have access to the Internet, you may submit a “**Training Provider Form**” which is included as the last page of this Appendix. The form is also available at:

<http://www.epa.state.il.us/water/operator-cert/drinking-water/forms/operator-training-provider-application.pdf>

Upon Illinois EPA approval, the training provider will receive a **course (event) identification (ID) number**. At the beginning of the course/event, the instructor should give this ID number to the attending trainee. The trainee should keep this course ID number and record on any documents submitted to the Illinois EPA. Training providers should request Illinois EPA approval at a minimum of 10 days in advance of training. Please contact the OpCert Coordinator at 217-785-0561 for any questions concerning the course approval process.